

April 2000

Subject: EDEExpress, Version 6.2

We are pleased to release EDEExpress for Windows, Version 6.2. This software version expands EDEExpress to include the Pell module for the 2000-2001 award cycle as well as adding additional changes to the software.

Included in this letter are the following:

- A list of Pell enhancements.
- A list of issues from Version 6.1 that were fixed.
- The results gathered from EDEExpress benchmark testing.
- Instructions on how to obtain and install the software. *Important: Please review the section "Installing EDEExpress, Version 6.2," beginning on page 15, to ensure you install the software update without damaging your database.*
- A reminder to back up and optimize your EDEExpress database.

What You Should Do

Just as you did for Version 6.1, you download the software from the Student Financial Aid (SFA) Download Web site, <http://www.SFAdownload.ed.gov> along with the related user documentation. Instructions for downloading EDEExpress for Windows from the Web and installing it on your computer begin on page 15 of this document, as well as in the "Downloading Software/Paper Documentation" section of the *2000-2001 EDEExpress for Windows Installation Guide*.

If You Need Further Information

The EDEExpress Customer Service staff of the Central Processing System (CPS) can handle all of your EDEExpress for Windows questions regarding:

- Installation issues,
- Software problem resolution,
- Software functionality, and
- Technical assistance.

You can reach them Monday through Friday, 7 a.m. – 7 p.m. (CT), at **800/330-5947**. You can also e-mail inquiries, comments, or suggestions 24 hours a day to **CPS@NCS.COM** and a representative will respond within 24 hours.

If you have access to the Internet and cannot open the SFAdownload Web site, call your technical support staff to ensure you have full FTP download rights.

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading EDEExpress in single or multiple file format, call Title IV WAN Customer Service at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** to request diskettes.

If you have technical questions about our SFA systems and software, you may want to subscribe to our e-mail listserv, SFATECH. For more information about SFATECH, including how to subscribe, look online at the <http://www.ed.gov/sfatech/listserv.html> Web site.

CPS Customer Service

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Pell Module in EDEExpress

EDEExpress for Windows, Version 6.2, activates Pell program functionality.

General and Setup Changes

- A new Institution Disbursement option, “Cash Monitoring Level 2/Reimbursement,” appears on the Setup screen. This option is used by Cash Monitoring Level 2 schools and schools who are on reimbursement. (Note: Cash Monitoring Level 1 schools are to use Option 1-Advance.)
- A new “Origination Source” field displays whenever the Origination Information tab is selected. Valid values are:
 - E External Add Import
 - I ISIR Import
 - M Manual Import
 - P ISIR Import with Packaging data
- Users can query the Origination Source field and the system displays the source of the record on the Pell Origination Tab.
- A new sub-menu was added to “View/Disbursements.” This menu allows users to select and go directly to either Pell Grant or Direct Loan disbursement data. Both Regular and Special disbursement records can be added under the Pell sub-menu option.
- Users can use the Tools/File Format menu option to arrange Pell Grant records in Custom File Formats.
- For every student whose verification flag is set to “W,” an edit is applied that limits the Disbursement Amount to no more than one half of the Scheduled Award Amount.
- The Total Payment Ceiling is calculated and rounded to the nearest whole dollar.
- The low tuition and fees schedule has been removed from the help text and added to Global browse.
- If the Low Tuition and Fees flag is selected, the software calculates the Total Payment Ceiling, Scheduled Award, and Award Amount for the Entire School Year using the Low Tuition range.
- The disbursement Option edits for Advanced and Just in Time have been modified. Schools cannot submit disbursement records more than 30 days before the disbursement date if Advance Payment and more than 5 days if Just in Time.
- The More Setup dialog button is now called Estimated Disbursements.

Entry

- The system uses the Pell tables for regular and low tuition for 2000 – 2001.
- A new command button calculates and displays the Award Amount for the Entire School Year and Total Payment Ceiling.
- The Alternate Federal Pell Grant Schedule can be used for those students whose Low Tuition and Fees flag is set in the Packaging data. The system calculates and displays the Total Payment Ceiling amount.
- Pennies can be entered on the Origination Record in the Award Amount for the Entire School Year field. The cents are displayed in the Scheduled Award Amount on the Origination Screen.
- Schools can use up to 90 Disbursement Reference Numbers on the Disbursement tab.

Export

- Users can submit a “Year-to-Date Request” for a student’s record on the Data Request dialog box. For each record that is selected, the system displays the student’s name with the Origination ID, Original Social Security Number, Name ID and Batch Number in the dialog box.
- The system calculates the Total Payment Ceiling using pennies.
- The presence of Verification W has no effect on the Award Amount for the Entire School Year. You can enter an Award Amount for the Entire School Year that is less than or equal to the Total Payment Ceiling. However, the system does not allow you to disburse more than 50% of the Scheduled Award Amount until the Verification W is resolved.
- If during a payment period, you submit a special disbursement record for a student after you have submitted a regular disbursement record, you can report the “Total Funds Disbursed for the Payment Period Previously Reported on a Regular Disbursement” in the special disbursement information grid.

Import

- The system receives a warning code from RFMS instead of a reject code whenever the reporting institution DUNS does not match the number on the RFMS file. Records that receive a warning code are saved to the database, while records that receive reject codes are not.
- External Import: You have the option of skipping duplicate origination records when importing files from an external system. An edit report will be printed at the end of the import process. The report identifies all records that are duplicate originations, special disbursements, or regular disbursements.
- ISIR Import: When importing from the ISIR database and when using the Include Packaging Data Option, you have the option to include all records for submission if all of the required fields are present. This process is similar to the External Origination Add process.
- The system skips duplicate records with edit codes 302, 403, and 504 sent from RFMS. These records print on the import edit report.

Query

- The EDFLAGS are separated into ten fields, each with a unique identifier that can be used within the Pell Query. Descriptors for the four flags currently defined in the RFMS record layout are:
 - Flag 1 = Shared SAR ID (will not be used)
 - Flag 2 = Verification W Status
 - Flag 3 = Concurrent Enrollment
 - Flag 4 = Potential Overaward Payment (POP)
- The following query fields are numeric instead of text, simplifying queries for all numeric fields.
 - COA
 - EFC
 - Secondary EFC
 - Award Amount for Entire School Year
 - Weeks Used to Calculate Payment
 - Weeks in Program's Academic Year
 - Credit/Clock Hours Expected to Complete School Year
 - Credit/Clock Hours in Program's Academic Year

Reports

- Two new reports assist schools in reconciling and accounting for Pell Program funds:
 - The Pell Processed Disbursements List-YTD report prints the accepted amounts for processed disbursement records based upon criteria identified by the user. The report includes RFMS records with a disbursement status of either Accepted (A) or Corrected (C). You can also apply Selection Criteria to this report.
 - The Transfer Student List report contains students who have transferred to your institution from other schools. You can use this report to monitor possible overaward situations. The report is sorted by the Reporting Campus and all students with an MRR transfer record are listed.

Items Removed from EDExpress for 2000-2001

- The ability to manually create a transfer record from the Pell Record/Add Dialog box was removed.
- The Batch Replacement Functionality was removed from the Export/Data Request Dialog box.
- The Verification W record type was removed from the MRR Import record. The department communicates Verification W status through ED flags, Origination and Disbursement acknowledgement records, edit and comment codes, and the ASCII text letters.

Issues Fixed in EDEExpress, Version 6.2

EDEExpress, Version 6.2 resolves the following issues in the software modules.

Global

- 2289 You no longer get Run-time Errors when accessing the Registry Viewer via the System Information option under the Help Text.
- 2332 The Uninstall process displays the correct version of EDEExpress you select to remove from your PC.
- 2379 The EDEExpress installation process reduces the number of “componentmovedata” errors caused by conflicting DLL files. You must continue to fully reboot workstations following any EDEExpress installation.
- 2394 An icon for 2000-2001 Getting Started online help was added to the EDESuite Program Group (via the Start button) so this information can be accessed when EDEExpress is not running.
- 2495 All references to ResetPW.exe have been removed from the Help Text to provide greater security.
- 2522 The Federal School Code database table was updated to accurately reflect certain codes beginning with an “E” as Direct Loan school codes.
- 2540 Federal School Codes available under Tools/Setup/Global/Institution are also available as code choices under Tools/Setup/App Express/System and on the ISIR and FAFSA tabs.
- 2547 The Global System Setup parameter for “Number of Days to Reprint Document Tracking Letters?” correctly suppresses the printing of letters within an appropriate date range for omission.
- 2567 The Hyphen is now valid field content for creating directories in file management.
- 2577 Columns appearing on various grids (File/Open menu and Tools/Browse options) can be resized.
- 2604 When using the Repair and Compact utility, the database will always open without an exclusive lock. A message displays explaining that all users should be out of the software before the utility is executed.
- 2610 When upgrading from EDEExpress Version 6.1 to Version 6.2, any User-Defined fields that were created are displayed on the User Data tab and will be available for printing.
- 2626 The missing DLL file that is necessary for accessing System Information is now part of the install process.

Application Processing

- 2291 When running an EFC calculation, FAA adjustments to a student record are included in the calculation.
- 2388 Application Processing External Export exports ISIR comment code
& information correctly. Also, record layouts for Application Processing File
2390 Format codes do not contain duplicate field listings.
- 2420 The TG# field on export screens doesn't allow the entry of a number longer than five digits. For example, for TG1234, the software allows you to enter 51234 only.
- 2432 Several ISIR Comment Codes (33, 53, 58, 120) were updated to reflect recent changes.
- 2437 Displays an "*" next to the EFC on the SAR/ISIR tab only if the transaction is selected for verification.
- 2448 An illegal operation error does not generate when users print multiple times from the print preview window of the EFC Recalculation screen on the FAFSA tab.
- 2479 ISIR Comment Code 245 prints the correct message: "Direct Loan Servicing Center, Utica, NY, 1-800-848-0979 (00100)."
- 2488 Selection criteria on Application Processing export screens use Global Queries instead of Application Processing Queries.
- 2491 Text for Comment Codes 142 and 144 were revised as follows:

No. 142 - The Immigration and Naturalization Service could not confirm your statement that you are an eligible alien because there is a question about your alien registration number. You must submit proof of your alien eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may be found ineligible for federal student aid.

No. 144 - The Immigration and Naturalization Service did not confirm your statement that you are an eligible alien. You must submit proof of your alien eligibility to your school. If you fail to submit proof within 30 days, or longer if your school allows, you may be found ineligible for federal student aid.
- 2498 FAFSA fields "Father's Last Name" and "Mother's Last Name" export from EDEExpress in left-justified format.
- 2521 ISIR Comment Code 53 no longer triggers the SAR-C flag. Also, the text of
& Comment Code 53 was revised to read: "You left 'Drug Conviction Elig?'
blank. IF YOU HAVE A DRUG CONVICTION, you MUST answer this
2656 question. Your failure to accurately answer this question could result in legal action against you by the U.S. Government. Call 1-800-4FED-AID (1-800-433-3243) or visit **www.fafsa.ed.gov** on the web to determine your answer to this item, to make corrections to this item, or if you need additional help. A drug conviction does not necessarily disqualify you from receiving student aid.
- 2534 EDEExpress was updated to perform tax calculations using the 2000-2001 standard deduction amounts, exemption amounts, and taxable income ranges.

- 2540 Federal School Codes available under Tools/Setup/Global/Institution are also available as code choices under Tools/Setup/App Express/System and on the ISIR and FAFSA tabs.
- 2554 Application Processing Query allows querying on a value of “3” (Ineligible or don’t know) for FAFSA Question # 28 (Drug Conviction).
- 2566 Help no longer references screen 4 for FAA Adjustment.
- 2575 Any ISIRs imported after the installation of Version 6.2 imports “Assumed Student is Married” and “Assumed Student’s Marital Status” correctly into the database. However, this does not resolve the problem for previously imported ISIRs.
- 2582 Printed ISIRs display the appropriate Application Source Site data.
- 2585 Any ISIRs imported after the installation of Version 6.2 imports Application Receipt Date and Transaction Receipt Date correctly into the database. However, this does not resolve the problem for previously imported ISIRs.
- 2588 Users can combine the print screen criteria options of Batch ID and Transaction Preference? when printing multiple ISIRs and the software correctly applies the criteria.
- 2603 On a Duplicate Request, the Electronic Version Number is in the correct position within the record layout.
- 2627 We removed the reference to “1998 Total Number of Exemptions” from the online Help.
- 2659 ISIR Comment Code 69 reads “Bachelor’s Degree by 7-1-2000.”

Packaging

- 2409 When using 800 x 600 resolution, the vertical scroll bar no longer appears on the right side of the screen.
- 2459 Packaging ISIR import verifies an existing Academic Year Profile code is selected or typed on the import screen before allowing the import to proceed.

Direct Loan

- 2522 If you select the Institution button in Direct Loan/Institution setup, the drop-down menu displays all Direct Loan schools including schools with Direct Loan School Codes that begin with “E.”
- 2571 If you update the Loan Period Code for a loan at “N” (Not Ready) status, the anticipated disbursements are not calculated and remain at zero until the loan is originated.
- 2572 You can successfully change a Loan Period Code on a loan record to “01” when using the External Import Change process.
- 2573 Online Help includes descriptions on how to link a Stafford loan to a Master Promissory Note when you are on the Loan tab.
- 2608 The Last Name sort option for the List Promissory Note report prints records sorted by Last Name, then First Name and Middle Initial.
- 2629 When posting subsequent disbursements through the multiple entry process, if an end of entry edit is prompted for an individual record, the edit lists on the Edit report and EDEExpress completes the updating process.

EDEExpress Supports These Printers

We tested the following printers that are Windows NT 4.0, Windows 95, and Windows 98 compatible:

- HP LaserJet 4
- HP LaserJet 4000N
- HP LaserJet 4M
- HP LaserJet 4M Plus
- HP LaserJet 4 si
- HP LaserJet 5M
- HP LaserJet 5 si
- HP LaserJet 5 si MX
- HP LaserJet 6 MP
- HP LaserJet 8000N

EDEExpress Benchmarking

Benchmarking tests on the EDEExpress for Windows 6.2 software were performed to determine how the software operates in certain operating environments.

Imports

Following are the benchmarking results for EDEExpress import files. The import process was tested during normal working hours using different operating systems, PC platforms, and import files (all files had approximately 400 records). For the network tests, the EDEExpress software was on the workstation and the database was on the server. The server used is a production server with approximately 200 simultaneous users. From previous benchmarking activities, we have not seen a performance difference between the NetWare 3.12 environment and the NT server environment. Thus, only the NetWare network environment is listed below. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the Import dialog box and the import process begins.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED	PC PLATFORM
ISIR Import	NT 4.0	1000	4 min 36 sec	Pentium 200 128MB
ISIR Import	Windows 95	1000	4 min 49 sec	Pentium 200 64MB
ISIR Import	Windows 98	1000	4 min 59 sec	Pentium 200 64MB

Reports

Following are the benchmarking results for EDEExpress reports and lists. These reports were tested in Windows NT, Windows 95, and Windows 98 on HP LaserJet 4, 4000N, 4M, 4M Plus, 4 si, 5M, 5 si, 5 si MX, 6 MP, and 8000N printers. These tests were all completed on a Pentium 200 with 64 MB RAM. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDEExpress Print dialog box and when the operating system (Windows NT/95/98) print dialog appears. The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

REPORT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
Document Tracking Letter	NT 4.0	5 records	5.5 seconds
Document Tracking Letter	Windows 95	5 records	5 seconds
Document Tracking Letter	Windows 98	5 records	5 seconds
Mailing Labels	NT 4.0	65 records	2 seconds
Mailing Labels	Windows 95	65 records	2 seconds
Mailing Labels	Windows 98	65 records	3 seconds
ISIR	NT 4.0	2 records	3 seconds
ISIR	Windows 95	2 records	3.5 seconds
ISIR	Windows 98	2 records	3 seconds
Processed ISIRs	NT 4.0	27 records	1 second
Processed ISIRs	Windows 95	27 records	1 second
Processed ISIRs	Windows 98	27 records	1 second
Award Letters	NT 4.0	3 records	4 seconds
Award Letters	Windows 95	3 records	3.5 seconds
Award Letters	Windows 98	3 records	3.3 seconds
Packaging Setup	NT 4.0	22 pages	5 seconds
Packaging Setup	Windows 95	22 pages	4.5 seconds
Packaging Setup	Windows 98	22 pages	5 seconds

Packaging

Following are the benchmarking results of the EDEExpress Packaging process. Packaging was benchmarked on a stand-alone Pentium 200 with 64 MB of RAM.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
Packaging	Windows 95	1000 records	31 min
Packaging	Windows 98	1000 records	32 min

Direct Loan

Following are the benchmarking results of the EDEExpress Direct Loan process. Direct Loan was benchmarked on a stand-alone Pentium 200 with 64 MB of RAM.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
ISIR Import	Windows 95	1000 records	9 minutes 33 seconds
ISIR Import	Windows 98	1000 records	9 minutes 46 seconds
ISIR Import	NT	1000 records	9 minutes 30 seconds
External Change	Windows 95	1000 records	6 minutes 48 seconds
External Change	Windows 98	1000 records	5 minutes 51 seconds
External Change	NT	1000 records	6 minutes 3 seconds

Promissory Notes

Following are the benchmarking results of the EDExpress Prom Notes process. The tests were run in Windows NT, Windows 95, and Windows 98 on HP LaserJet 4, 4000N, 4M, 4M Plus, 4 si, 5M, 5 si, 5 si MX, 6 MP, and 8000N printers. These tests were all completed on a Pentium 200 with 64 MB RAM. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDExpress Print dialog box and when the operating system (Windows NT/95/98) print dialog appears. The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
Prom Notes - Staf	Win98	2 notes/4 pages: 1 sub, 1 unsub 2 pages	3 seconds
Prom Notes - PLUS	Win98	PLUS notes for 2 recs	3 seconds
Prom Notes - Staf	Win95	2 notes/4 pages: 1 sub, 1 unsub 2 pages	3 seconds
Prom Notes - PLUS	Win95	PLUS notes for 2 recs	2 seconds
Prom Notes - Staf	NT 4.0	2 notes/4 pages: 1 sub, 1 unsub 2 pages	5 seconds
Prom Notes - PLUS	NT 4.0	PLUS notes for 2 recs	5 seconds
Prom Notes - PLUS	Win95	PLUS notes for 2 recs	2 seconds
Prom Notes - Staf	Win95	2 notes/4 pages: 1 sub, 1 unsub 2 pages	2 seconds
Prom Notes - PLUS	Win98	PLUS notes for 2 recs	3 seconds
Prom Notes - Staf	Win98	2 notes/4 pages: 1 sub, 1 unsub 2 pages	3 seconds
Prom Notes - Staf	NT 4.0	200 notes/200 pages: 100 sub loans	36 seconds

Pell

Following are the benchmarking results of the EDExpress Pell process. The tests were run in Windows NT, Windows 95, and Windows 98 on HP LaserJet 3 si, 4, 4000N, 4M, 4M Plus, 4 si, 5M, 5 si, 5 si MX, and 6 MP printers. These tests were all completed on a Pentium 200 with 64 MB RAM. The Time Elapsed column indicates the measurement of time starting when the user clicks OK in the EDExpress Print dialog box and when the operating system (Windows NT/95/98) print dialog appears. The Benchmarking Volume is the number of records and approximate number of pages that were printed in the test.

COMPONENT	OPERATING SYSTEM	BENCHMARKING VOLUME	TIME ELAPSED
Pell Disbursement List	NT	40 records	3 seconds
Pell Disbursement List	Win 95	40 records	3 seconds
Pell Disbursement List	Win 98	40 records	3 seconds

Upgrading EDEExpress to Version 6.2

EDEExpress Version 6.2 contains the Pell module for the 2000-2001 cycle. You must continue to have Windows 95, NT, or 98 as your PC operating system to run this version. You must also be in compliance with the system requirements outlined in Action Letter #2 (October 1997).

Version 6.2 is an upgrade to Version 6.1. To use EDEExpress Version 6.2, you must perform the following procedures:

1. Back up your Version 6.1 database.
2. Download the software from the SFAdownload Web site.
3. Install Version 6.2.
4. Perform a database update.

Warning: Before installing EDEExpress Version 6.2, make sure you have a reliable backup of your current 2000-2001 EDEExpress database (Expres01.mdb). This step is extremely important.

Just as you did for EDEExpress, Version 6.1, you download the software from the SFAdownload Web site, <http://www.SFAdownload.ed.gov> as well as related user documentation.

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading EDEExpress in single or multiple file format, call Title IV WAN Customer Service at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** to request diskettes.

Note: Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

For further information regarding the EDEExpress installation process, see the section "Reminders" or the *EDEExpress Installation Guide*.

Downloading EDEExpress from the Web

Beginning with EDEExpress, Version 6.0, you download Department of Education software and related user documentation from the SFAdownload Web site:

<http://www.SFAdownload.ed.gov>

EDEExpress, Version 6.2, is available on the SFAdownload Web site in two formats. You can download the software:

- In one file (EDEExpress62.exe), or
- In installments that you then copy to a network drive or your hard drive.

If you do not have access to the Internet, or you need assistance connecting to the SFAdownload Web site or downloading EDEExpress in single or multiple file format, call **Title IV WAN Customer Service** at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** to request diskettes.

Note: Some organizations restrict their users from downloading from FTP sites. If you have trouble downloading, try again later. If you are still unable to download, contact your technical support staff to ensure you have full FTP download rights.

Downloading the Software as One File

1. Go to the URL field located at the top of your browser's screen and enter the SFAdownload Web site address:
<http://www.SFAdownload.ed.gov>
2. Follow the instructions provided and click the **Continue** button. You are taken to a "Privacy on Our Web Sites" Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You are taken to the downloading site.
6. Click the **Full Download** link to download the program in one file. A Save As... dialog box appears.
7. Choose a location on your hard disk to save the file, then press the **Save** button. The length of time it takes to download the software depends largely on the speed of your Internet connection.

Downloading the Software in Installments

1. Go to the URL field located at the top of your browser's screen and type the SFAdownload Web site address:
<http://www.SFAdownload.ed.gov>
2. Follow the instructions provided and click the **Continue** button. You will be taken to a "Privacy on Our Web Sites" Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the software you want to download. A brief description of the software is provided.
5. Click **EDExpress 2000-2001** to the left of this description. You are taken to the downloading site.
6. Click **Disk 1** to download only disk 1's data. A **Save As...** dialog box appears.
7. Choose the location on your hard drive to save the file. Click **Save**. The length of time it takes to download the software depends largely on the speed of your Internet connection.
8. Click **Disk 2** to download only disk 2's data. When the Save As... dialog box appears again, make sure you are saving Disk 2's data to the same directory as you saved Disk 1's data.

9. Click on each of the succeeding disks until all of them have been saved to the same location on your hard disk. You create a directory structure like this:

```
\Install
\Install\DISK 1
\Install\DISK 2
\Install\DISK 3
\Install\DISK 4
\Install\DISK 5
\Install\DISK 6
\Install\DISK 7
\Install\DISK 8
\Install\DISK 9
```

10. Once the software disk files are downloaded to your hard drive, go to that location and double-click on Disk 1. Double-click on the Setup.exe file to open and install the software. Disk 1 and Disk 2 are self-extracting zip files. See the section “Installing EDEExpress, Version 6.2” beginning on page 18 for installation instructions.

Downloading the Documentation

You can download the paper documentation from the Internet in Adobe PDF and Microsoft Word format. The following types of paper documentation are available to download:

- Cover Letter
- Installation Guide
- Technical Reference

Each document has the date it was posted, file size, and approximate download time. However, the length of time it takes to download a paper document depends on the speed of your Internet connection.

To download paper documentation:

1. Go to the URL field located at the top of your browser's screen and type the Student Financial Assistance (SFA) download Web site address:

<http://www.SFAdownload.ed.gov>
2. Follow the instructions provided and click the **Continue** button. You are taken to a “Privacy on Our Web Sites” Web page.
3. Click on any of the links (or scroll down) to read information about Non-personal Information, Information from E-mails, Information collected from interactive forms, or Privacy of other records.
4. Click the **Continue** button to access the Web site containing the document(s) you want to download. A brief description of the documentation's software is provided.
5. Click **EDEExpress 2000-2001** to the left of this description. You are taken to the downloading site.
6. Click on the type of documentation you want to download.
7. If you select an Adobe PDF formatted file, click **File**, **Save As** from the menu bar, select a location on your hard disk, and then click the **Save** button to save the file.
8. If you select a Microsoft Word formatted file, a dialog box will appear. Click on **Save it to disk**, choose a location to save the file and press the **Save** button.

9. For either type of file, the Web site is designed to give it a default name; however, you may choose another name for the file if you prefer.
10. Once the paper document has been downloaded on your hard disk, go to that location and double-click on the file to open and/or print it.

Installing EDEExpress, Version 6.2

After downloading EDEExpress, Version 6.2, you must install the software. To upgrade from EDEExpress, Version 6.1 to Version 6.2, you must perform the following procedures:

1. Back up your EDEExpress, Version 6.1 database.
2. Install Version 6.2. You must perform your upgrades in version number order. If you have not yet updated from Version 6.0 to Version 6.1, please do so prior to upgrading to Version 6.2.

Warning: Your 1999-2000 EDEExpress database (expres90.mdb) may become damaged if the Version 6.2 updatedb.mdb file is installed into the directory containing your 1999-2000 database. If the updatedb.mdb file and your 1999-2000 EDEExpress database are in the same directory, it is possible that the 1999-2000 EDEExpress database will attempt to use the updatedb.mdb file to modify itself upon start-up of the software, leading to data loss or corruption.

To avoid this problem:

- Create reliable daily backups of your 1999-2000 and 2000-2001 EDEExpress databases;
- Do not store both your 1999-2000 and 2000-2001 EDEExpress databases in the same directory on your hard drive or server;
- CPS Customer Service recommends accepting the default installation directories when performing a stand-alone installation. If you choose to change the default installation path, verify you are selecting the correct directory location of your Version 6.1 database and not the directory location of your 1999-2000 EDEExpress database.

If you do have both 1999-2000 and 2000-2001 EDEExpress databases in the same directory and are unable to store them in separate locations:

- Keep all users out of both 1999-2000 and 2000-2001 EDEExpress while you upgrade to Version 6.2;
- Run the Version 6.2 upgrade install on ALL relevant PC workstations that access 2000-2001 EDEExpress, rebooting each PC as the install completes;
- While continuing to keep all users out of 1999-2000 EDEExpress, access 2000-2001 EDEExpress and log in so the Version 6.2 updatedb.mdb will run and perform some necessary database updates;
- When the update process completes, you can allow users back into both versions of EDEExpress.

For further information regarding the EDEExpress installation process, consult the *2000-2001 EDEExpress Installation Guide*. If you have questions, call CPS Customer Service at **800/330-5947**.

Installing to a Stand-alone Computer

1. Back up your EDEExpress, Version 6.1 database.
2. Close all running applications, including screensavers, e-mail notifiers, etc.
3. Go to **Start, Run** and type the program directory where you downloaded the software. Verify the program directory displayed is correct. If it is not correct, please change it to the program directory where your EDEExpress file is installed. This action will extract the necessary install files and automatically launch the install program.
 - If you downloaded in one file, the name of the file should be **EDEExpress62.exe**. Choose this file.
 - If you downloaded the software in separate diskettes, double-click **Disk1.exe** to extract the files. Continue the same process with disk 2, etc. (Disk 1 and 2 are self-extracting files.)
4. Select the **Custom** install option if you are upgrading from 6.1 to 6.2. Choose **Full** install option 2000 -2001 if you are installing it for the first time.
5. Mark the checkbox for any modules you use (so module fixes can be installed) if you are doing a custom install.

Warning: Do NOT mark the “Database” checkbox unless you are performing a first-time installation or you wish to overwrite your Version 6.1 database. Remember, if you choose to overwrite your database, all data previously entered will be lost.
6. Reboot your PC.
7. Log on to EDEExpress to allow the software to perform a one-time-only database update. This update loads important changes and fixes to your database structure.

Installing to a Network

If you have multiple workstations accessing a networked EDEExpress database,

1. Copy the install file from PC to PC, running the install on each as you proceed. Or run the installation program from the network drive it is saved to.
2. Reboot each PC after you have finished installing the software.
3. After completing all of your workstation installations, access the software from one workstation only to allow the database update to perform successfully.

Installing from Diskette

The primary method for installing EDEExpress on your computer is by downloading the software from the SFAdownload page. If that method is unavailable, call Title IV WAN Customer Service at **800/615-1189** or e-mail them at **T4WAN@NCS.COM** and request diskettes.

Reminders

Back Up Your Database Weekly

Before you upgrade your EDEExpress to Version 6.2, you must back up your Version 6.1 database so that you do not lose your data if an installation problem occurs.

You should back up your EDEExpress database file, EXPRES01.MDB, regularly. We recommend backing up your files at least weekly.

EDEExpress for Windows does not include a backup utility. You must use your own backup software. You should test your backup software to verify its reliability to successfully restore your backups.

Optimize Your Database by Using Software Utilities

The EDEExpress for Windows software contains utilities that allow you to optimize your database if you encounter problems. We recommend that you repair, compact, and verify your database once a week. Once all three functions are successful, back up the database (see above).

Run the database utilities in the following order:

- Repair database
- Compact database
- Verify database

For specific information regarding repair, compact, and verify, see the appropriate section below.

Run the Repair Database Utility

The repair database utility resolves inconsistencies (also called database corruption) in record storage. Events such as a power outage or a LAN failure can corrupt your database if it occurs while EDEExpress for Windows updates your records.

EDEExpress may not detect database corruption, so if your system behaves unpredictably (for example, you start getting database error messages), use the Repair Database Utility.

Running this utility weekly helps to prevent database problems.

Warning: Before using this utility, be sure you have space on your hard drive that is at least equal to the current size of the database.

Improve Performance by Using the Compact Database Utility

The compact database utility improves the performance of EDEExpress for Windows by optimizing the database (EXPRES01.MDB) file and reclaiming space on your computer's hard drive. As you add, modify, or delete records in EDEExpress for Windows, the database file can become fragmented.

Running this utility weekly makes the database files smaller and improves system performance.

Warning: Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.

Prevent Problems by Using the Verify Database Utility

The verify database function checks for data relationship integrity in your database. If EDEExpress for Windows crashes or abnormally halts processing, a record may be missing one of its associated records. Verify Database recreates the missing record.

Running this function weekly helps to prevent problems.

Warning: Before using this utility, be sure you have hard drive space available at least equal to the current size of the database.